

## **Minutes of the Finance Committee**

**Wednesday, January 4, 2006**

Chair Haukohl called the meeting to order at 8:49 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bonnie Morris, Ken Herro, and Genia Bruce. Jim Behrend arrived at 9:30 a.m. **Absent:** Joe Marchese and Don Broesch.

**Also Present:** Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Budget Manager Keith Swartz, Medical Examiner Lynda Biedrzycki, Sheriff's Business Manager Tom Koth, Internal Audit Manager Lori Schubert, Principal Internal Auditor Jackie Siewert, Collections & Business Services Manager Sean Sander, Administrative Services Manager Russ Kutz, Chief of Staff Allison Bussler, Parks & Land Use Director Dale Shaver, and Criminal Justice Collaborating Council Coordinator Shelly Cyrulik. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 12-7-05**

MOTION: B. Morris moved, second by Bruce to approve the minutes of December 7<sup>th</sup>. Morris advised of an error. Motion carried 4-0 as corrected.

### **Schedule Next Meeting Dates**

The next committee meeting is scheduled for January 18<sup>th</sup>. The committee decided to move the February 8<sup>th</sup> meeting to 1:30 p.m.

### **Chair's Executive Committee Report of 12-19-05**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- UW-Extension grant applications for the Waukesha County Nutrition Coalition's ten-year assessment and for an EPA grant for environmental education.
- Internal Audit report on the Sheriff's Department cash operations.
- Internal Audit report on the Special Living Fund Review, also on this agenda.
- Internal Audit's unannounced cash counts report, also on this agenda.
- County Code provisions relative to the County Board's annual budget review procedures, also on this agenda.
- Legislative Policy Advisor Dave Krahn gave an update on state legislature activities.

### **Ordinance 160-O-093: Approve Agreement With Washington County For Waukesha County Medical Examiner Office To Provide Contract Autopsy Services And Create A Part Time Deputy Medical Examiner Position**

Biedrzycki distributed information on this issue pertaining to an increased caseload in the Medical Examiner's Office. Based on this need, she noted that this past summer, she submitted a new position request for a pathology assistant but it was not funded. Biedrzycki said she was recently approached by Washington County to do their autopsies. They are guaranteeing 30 autopsies and revenues of \$45,000 annually. This ordinance involves creating a .75 FTE position for the Washington contract. Swartz said it will also provide about 1,500 hours of extra

help on the Waukesha caseload plus allow for better weekend coverage. Biedrzycki indicated that overtime and contracted help savings plus revenues from Washington County will fund the .75 FTE position and there will be no costs to the County. Currently, she utilizes a contracted worker to assist with autopsies but this worker cannot perform the portion that involves tissue samples / specimens. The .75 FTE position will be able to do both. In 2005, \$8,600 was spent on the contracted position plus the full-time pathology assistant had about 200 hours of overtime.

This is a one-year contract with four one-year options which include annual fiscal adjustments. If there are more than 30 cases in a year, additional fees would be charged to Washington County. There is also a 6-month cancellation clause for either party.

Copies of the revised fiscal note were distributed. Morris, at yesterday's Personnel Committee meeting, suggested it be revised to reflect the true cost and start date of the new position.

MOTION: Herro moved, second by Morris to approve ordinance 160-O-093. Motion carried 4-0.

**Ordinance 160-O-0-94: Accept 2005 State Of Wisconsin Department Of Transportation TraCS Project Grant and Modify Waukesha County Sheriff Department's 2006 Budget To Authorize Grant Expenditures**

Koth discussed this ordinance which involves accepting a \$45,000 federal grant to fund the purchase and implementation of an interface to be developed by Spillman between the Spillman records management system and the State's TraCS system. TraCS is a computerized system which allows officers to access the state database when they pull someone over and print out a citation on-site. Spillman will develop an interface whereby all citation information gathered during a shift can be automatically translated to the Spillman records management system. This will eliminate a lot of redundant manual data entry. There will be no cost to the County and maintenance will be covered by Spillman. Originally, Spillman quoted the County \$90,000 but later agreed to do it for \$45,000.

MOTION: Herro moved, second by Bruce to approve ordinance 160-O-094. Motion carried 4-0.

**Review 2005 Unannounced Cash Counts Report**

Siewert said during this last year, they performed 67 unannounced cash count audits. Of those, they found two variances: One was at Naga-Waukee and was an overage and the other was at the Sheriff's Department. Both Moor Downs and Naga-Waukee experienced shift variance improvements from July 2004 to July 2005. However, Wanaki's shift variances increased during that time. Wanaki staff believe this was partially attributed to data entry errors as a result of re-keying transactions after communication line outages. Although the variances were small, Wanaki staff were asked to correct the errors on a timelier basis.

Regarding daily deposits by the golf courses, there were no issues and staff at all three courses are to be commended for their efforts on improving the timeliness between the receipt and deposit of funds.

Siewert said in 2004, the Collections Division informed Internal Audit that a cash register would be installed during 2005 to accommodate cash receipts. Audit staff visited Collections twice during 2005 and found that a register was not in place and that staff were continuing to use a cash box. Siewert said an electronic cash register would strengthen cash handling controls within the division and Audit staff recommended the division install a cash register as soon as possible. Sander said they experienced challenges and problems with the cash register but they are exploring alternative cash registers.

Behrend arrived at 9:30 a.m.

Schubert said they found an issue with the Public Health Division's reconciliation procedures. They have since corrected the problem and have developed new procedures.

### **Discuss Special Living Fund Review as Requested by the Department of Administration (DOA)**

Kutz defined the Special Living Fund as a fund for state and federal benefits, i.e., social security payment, for clients for which the department has been named representative payee. The department assists the clients in paying their bills such as rent, etc. DOA was concerned about the need for manual manipulation of data involved in the process and use of Access 97 which is no longer a supported software package. DOA asked whether it was advisable to invest about \$18,000 in 2006 to implement temporary changes to the system to address their concerns, considering the system will be replaced in 2007.

Schubert said after review, they recommended taking a look at a translation service. This service processes the electronic file so we can directly import it into our Quickbooks software package. This would eliminate daily file manipulation and eliminate the need to use the unsupported Access 97 program. Audit staff looked at several services that are available. For example, Schubert said one package had a first year cost including set-up of about \$1,400. This is substantially less than the \$18,000 currently budgeted for the project in 2006 and would eliminate the issues related to file manipulation and Access 97. Depending on how the replacement system is designed, this service could be eliminated once the new system is functional. The second recommendation deals with designing the new system in 2007 and the need to place priority on eliminating as much of the data translation and duplication of data entry as possible. Schubert said this would involve getting software that's compatible with both Avatar and Access 2000. Health & Human Services staff are in agreement with these recommendations.

### **Discuss County Code Provisions Relative to County Board Annual Budget Review Procedure**

Excerpts from the County Code entitled "Article VI. Budget and Capital Plan" were distributed. After discussion at the last Executive Committee meeting, it was recommended that the Finance Committee follow the County Code as currently written with regards to considering amendments to proposed operating budgets. Haukohl said the County Code currently dictates that the Finance Committee review all amendments prior to them being considered at the County Board level. Therefore, the Finance Committee meeting to consider all amendments to the proposed operating budget will be moved closer to but after the amendment submittal deadline of November 1<sup>st</sup>.

Esler advised that the County Code also states that a supervisor can demand that a proposed amendment to the capital projects plan be made in writing. Supervisors may be wise to decide that any amendments without an in-depth fiscal and/or conceptual analysis not be approved and instead be tabled and re-drafted. Haukohl would like to revisit this issue in the fall. She prefers that all proposed amendments to the capital projects plan come before the Executive Committee for review.

A consensus of the Finance Committee approved the budget amendment process as written in the County Code. Esler said an amendment can still be brought up at the County Board level and considered if the concept was brought up at a Finance Committee meeting during the operating budget debate and voted down. Mader said a memo will go out to all supervisors and key staff closer to the next budget process informing them of this procedure.

#### **Contract Procurement Process for Alcohol Treatment Court Services**

Cyrulik advised the contract was awarded to ATTIC Correctional Services for a total contract cost of \$204,270.18 for 2-1/2 years. The first year budgeted amount was \$80,000 and the first year cost is \$79,773.60. A total of three vendors submitted RFP's for consideration.

MOTION: Herro moved, second by Behrend to approve the contract procurement process for alcohol treatment court services. Motion carried 5-0.

#### **Update on the Strategic Planning Process**

Herro, Shaver, and Bussler were present to discuss this issue. Shaver felt the consultant's report on strategic planning was working well for their office. With the help of the consultant, they gathered input and surveyed constituents and users, reviewed legislative and fiscal trends, looked at what was being done nationally, determined which products met County core services, and tied this with performance measures.

Shaver said he began chairing the advisory committee once Bussler and D. Finley were gone and he will brief Vrakas and Bussler, now that she's back, as to what has happened since their departure. He noted that the advisory committee, which includes representatives from most of the larger County departments as well as Herro, will again start meeting. He said Waukesha County is on the leading edge in terms of going through a strategic visioning process to help shape program direction and core services. However, Shaver said this is a long process and Bussler said ultimately, it will be up to the County Board to determine these core services.

Shaver referred to the survey and said it was apparent that the public supports consolidation and collaboration of services to reduce costs, e.g., consolidated dispatch. Also, the response across the board was reasonable tax increases. Waukesha County is an informed population so they understand the "you get what you pay for" mentality. Shaver said he also believes that the majority of our population understands that if you put pressure on government to tighten its belt, you start seeing creativity. Shaver said he was surprised to see that the level of satisfaction on how the County delivers services was quite high. That spoke volumes as to what the County has been doing over the years.

Where do we go from here? Shaver said the first step is to reconvene the advisory committee, which hasn't met since November, and put together a draft summary for County Executive Vrakas. Herro said the County Board will need to take a more active role in making sure they're informed well enough to assess and determine what our core services should be.

### **State Legislative Update**

Krahn said three bills were signed and enrolled since his last report in December: AB 40 allows a law enforcement agency that seizes drug money to keep a large percentage. SB 146 allows a county to be involved in a revenue sharing agreement with another county or municipality. SB 4 allows county boards to decrease its size. Electors can petition for a referendum to downsize the Board to a specific number of board members. Various petitions with differing county board sizes is a possibility. The other option would be for the county board to adopt an ordinance reducing the size of the county board to whatever size was agreed to in an ordinance and signed by the county executive, prior to any petitions. If this occurred, this is all that could be done during two decennial censuses.

MOTION: Morris moved, second by Behrend to adjourn at 11:10 a.m. Motion carried 5-0.

Respectfully submitted,

Bonnie J. Morris  
Secretary